



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

## VACANCY ANNOUNCEMENT

January 17, 2013

#14-13

DEPARTMENT: DEPARTMENT OF REVENUE

POSITION: COMPLIANCE AGENT

SALARY: D.O.E.

CLOSING DATE: OPEN UNTIL FILLED

### DUTIES:

Enforce compliance with Title 20 Tribal Tax Code and the Tribes Business and Professions Code, issue business licenses, investigate and collect payment of tax liabilities; provide taxpayer assistance; perform related work. Develop, maintain and secure database for tribal revenue and sources. At this level, incumbents travel to the taxpayer's place of business or home to collect taxes and ensuring that taxpayers compliance with these laws.

Additional responsibilities include, representing the Department at events where retail sales are being made such as vendor's fairs, tribal functions, and/or vendor-sponsored events to educate taxpayers and ensured compliance with tribal tax laws; providing technical assistance to taxpayers in preparing tax returns and records, and ensuring compliance with tax laws.

### MINIMUM REQUIREMENTS:

Experience collecting delinquent accounts; interpreting, applying, and explaining laws, policies or procedures; researching a variety of sources to locate individuals; reviewing financial statements, identifying assets and income, and determining financial status of individuals or businesses; preparing written reports, documents activities and actions taken; using computer software programs.



## **QUALIFICATIONS:**

- Must have proficient knowledge of Excel spreadsheet software.
- Good accounting skills, ability to take initiative.
- Completion of College level Algebra and College level Accounting a must.
- Must have good business and professional skills and the ability to work with the public.
- High School Diploma or G.E.D.
- Possess a valid Arizona State Driver's License.

## **APPLY:**

### **COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT**

**26600 MOHAVE ROAD  
PARKER, ARIZONA 85344**

**For Employment Application visit: <http://www.crit-nsn.gov>**

## **INDIAN PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

## **C.R.I.T. Offers:**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.